



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 75

EFFECTIVE DATE: December 19, 2005
REVISED: April 24, 2006
SUBJECT: Flexible Maximum Hire Rate for POST Certified Police Jobs

AUTHORIZATION: _____
Barbara Goodson
Assistant Commissioner of Management and Finance

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective April 24, 2006, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for POST Certified Police Jobs.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of April 24, 2006, sections hiring employees in positions that are in the following job title must hire at the established Special Entrance Rate, which is attached, if the employee is POST Certified:

Police Officer 2-A

Personnel Action Requests (PAR) requesting an appointment in this job title must reference the Flexible Maximum Hire Rate in the "Remarks" portion of the PAR.

As of April 24, 2006, employees who occupy positions in the job title affected by this Special Entrance Rate and whose pay is below the Special Entrance Rate will be increased in pay up to the Special Entrance Rate. A Personnel Action Request (PAR) form must be submitted to the Employee Administration (EA) Unit in the Office of Finance and Support Services in order to adjust any affected employees pay.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

Effective September 9, 2002 the Civil Service Commission approved a Flexible Maximum Hire Rate for POST Certified Police Jobs within the PS schedule. This Flexible Maximum Hire Rate was approved by the Governor effective September 23, 2002.

The following chart reflects:

1. The job code, title and pay level of the job affected, and
2. The August 29, 2005 minimum of the pay grade of the job title affected, and
3. The actual hire rate that will be utilized by the DOA when filling positions in this job from April 24, 2006 forward.

Job Code	Title	Pay Level	Current Biweekly Minimum 4/24/06	New Biweekly Hire Rate 4/24/06
169680	Police Officer 2-A	PS-108	\$864.80	\$1070.40